



**Stowmarket Town Council**  
**Business and Finance Officer**  
**Background Information**

**Introduction**

Stowmarket Town Council's auditor has said that the Town Council has in place "very sound corporate governance arrangements". We recognise however, that there is still more that we need do to improve our governance, procurement and internal control arrangements. Therefore, we are seeking to recruit a high calibre individual, who is trustworthy and can handle confidential information, to help us strengthen our approach.

**Duties**

The post will form part of a team of four people under the direction of our Corporate Support Manager. You will receive guidance and supervision in the performance of your duties which will include the following:

- a. Ensuring that we achieve value for money in securing goods and services;
- b. Managing our Capital Projects Log and preparing timelines for projects;
- c. Compiling information for Committee reports;
- d. Supporting the Accounts Team with various financial procedures;
- e. Seeking quotations, estimates etc. for works (under the direction of the Operations & Estates Manager);
- f. Updating the Corporate Risk Register and Asset Register; and
- g. Operating our Digital Mapping System (for which training will be provided).

**Working Environment**

Staff sickness and turnover at the Town Council is low which reflects upon the excellent working conditions present within the Town Council.

The post is a full-time and permanent position (dependent upon completion of an initial probationary period), and the postholder will be based at Milton House, Milton Road South, Stowmarket with free car parking available on site.

**Important**

**Deadline for applications: Monday, 15<sup>th</sup> January, 2018.**

**Provisional interview date: Tuesday, 23<sup>rd</sup> January, 2018**

**If you apply for the post and do not receive a request to attend interview by Wednesday, 24<sup>th</sup> January, 2018 please would you assume that you have not been short-listed.**

Thank you for your interest in this position and we look forward to receiving your application.

**David Blackburn**  
**Town Clerk**  
**December, 2017**